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 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

MEMORANDUM FOR: Deputy Director (Intelligence)  
 Deputy Director (Plans)  
 Deputy Director (Support)

SUBJECT: CIA Civilian Standby Reserve

1. The CIA Career Council at its 48th meeting on 20 February 1958 approved the establishment of a current directory of a limited number of former employees whom the Agency may wish to contact in the event of a national emergency.

2. It should be emphasized that this directory is in addition to the CIA unit of the National Defense Executive Reserve and the CIA Civilian Specialist Reserve. Henceforth this directory of selected former employees will be termed the "CIA Civilian Standby Reserve."

3. The plans for the establishment and maintenance of this directory include a) Operating Components to identify the individuals who should be included and b) Office of Personnel to keep current, on an annual basis, the addresses and assurances of the continuing interest of the individuals concerned in maintaining contact with the Agency. It is not contemplated that there will be any training given individuals selected nor will any travel, per diem or payments to individuals selected be involved. Of course, such individuals may move into the National Defense Executive Reserve or the Civilian Specialist Reserve at some future time or they could be re-employed under proper authorities and procedures.

4. We will need the assistance of senior officers of the Agency to identify those former employees who should be included in the Standby Reserve. The attached machine listing (4 copies) of former employees grade GS-7 and above who were employed in your area at the time of their separation and are age 60 or below has been prepared for the review by members of your organization. In the interest of uniformity, please have the marked copies returned as follows:

a. Place a double check (VV) opposite the names of those persons whom you consider to be in the top 10% of the persons you wish to recommend.

b. Place a check (V) opposite the names of other persons whom you recommend for inclusion in the directory.

c. Draw a line through the names of those persons whom you do not recommend for inclusion in the directory.

d. Do not make any mark alongside the names of those individuals who are not known by senior officers under your jurisdiction or on whom you hold no opinion at present.

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5. Any information concerning the present address or special abilities of the persons whom you have recommended will be appreciated. Such information may be included in the roster or submitted in a separate memorandum. If there should be other resignees who are not listed, it would be appreciated if you would add their names to the list along with any other appropriate information for this purpose.

6. This will be the only occasion when you will be asked to provide this information for so large a number of your former employees. While Form No. 971, Report of Separation, is prepared in the Office of Personnel at the time an individual leaves the Agency, it is not considered that the review given at that time to determine re-employability is of the critical degree necessary for the establishment of the CIA Civilian Standby Reserve.

7. The names on the attached listings are aligned with the organizational segment with which the individual was associated at the time of his resignation. This does not in all cases match the present organizational structure which in many instances has been modified since separation of the individual concerned.

8. Please return the marked roster to the Chief, Mobilization Staff, Room 804 1016-16th Street, N.W., on or before July 1, 1958. Four copies have been provided so that one may be retained by your office, one marked copy returned to the Office of Personnel as above and two copies forwarded to appropriate organizational segments within your area for marking, one for their retention and one marked for return to your office.

25X1A9A 9. Further questions may be directed to Mr. [redacted] or to Mr. [redacted] Chief, Mobilization Staff, [redacted] Your assistance in developing this directory will be greatly appreciated.

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[redacted]  
Gordon M. Stewart  
Director of Personnel

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